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The Division of Capital Asset Management Office of Facilities Maintenance (DCAM-OFM) has developed a guideline and procurement documents to assist Massachusetts State Facilities in the procurement of maintenance and repair projects costing up to \$100,000.

Specifically, there are instructions on how to procure maintenance and repair projects with a dollar values between:

- \$.01 and \$10,000
- \$10,000.01 and \$25,000
- \$25,000.01 and \$100,000

To further assist you in procuring maintenance and repair services, the DCAM's Office of Facilities Maintenance, with the assistance of the Contracts Committee, has developed a library of maintenance task specifications.

Please contact Edward Nicosia, Program Manager for the Office of Facilities Maintenance, at 617-727-4050 extension 265 for more information.

Thank you.